

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
WALTHAM, MASSACHUSETTS

REQUEST FORM FOR OBTAINING COPIES OF BANKRUPTCY CASES  
RETURNED BY MAIL

Please read these instructions first and then follow the steps below to obtain certified or uncertified photocopies of a BANKRUPTCY case file (individual or business).

The National Archives and Records Administration, Waltham, MA will service requests received by FAX, U.S. Postal Service (USPS), or Common courier for photocopies of Bankruptcy Case Files. We do not send confirmation that your FAX was received. Orders sent by FAX must be paid by one of the following credit cards: MASTERCARD, VISA, AMERICAN EXPRESS or DISCOVER. Orders sent by USPS or Common courier may be paid by credit card, money order, or personal or certified check payable to the National Archives Trust Fund (the maximum personal check is \$100.00). Requests will be processed within 24 hours of receipt of payment. Please allow at least seven working days before calling to check on a request sent by and to be returned by the USPS. All copies of documents will be returned by MAIL via the USPS or UPS at the center's expense or by Common courier at the requestors expense.

**STEP 1 - CASE INFORMATION**

For each case obtain the following information from the Bankruptcy Court where the case was closed. Your request cannot be serviced without the correct information. Please use one request form per case.

COURT LOCATION	CASE FILE NAME (S)	CASE FILE NUMBER
FRC ACCESSION NO. 021 -	AGENCY BOX NO.	FRC LOCATION NO.

**STEP 2 - REQUEST INFORMATION**

Indicate the option desired (please check only one):

**OPTION A - PACKAGE - Pre-selected documents. Individual or Business cases.**

1. ( ) COPIES NOT CERTIFIED \$10.00
2. ( ) COPIES CERTIFIED \$20.00

We will make copies of the following documents only:  
Order of Discharge, Order of Dismissal, or Final Decree.  
The debtors Voluntary Petition.  
Summary of debts and property (assets).  
Creditors holding unsecured non priority claims. (These forms are designated as schedules A1, A2, and A3 on the old bankruptcy forms, and schedules E, D, and F on the revised bankruptcy forms).

Some Bankruptcy cases do not contain all of these documents. If you choose the PACKAGE, you will receive copies of the documents that are filed in the case and a list of any documents that are missing. All questions concerning file contents must be directed to the appropriate Bankruptcy Court.

OPTION B - ENTIRE CASE - All documents of the case file will be copied (70 page limit). You will be notified by telephone if your request exceeds the 70 page limit and be given further options at that time.

1. ( ) COPIES NOT CERTIFIED \$35.00
2. ( ) COPIES CERTIFIED \$45.00

OPTION C - SPECIFIC DOCUMENTS - Business or Adversary cases (60 page limit). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

1. ( ) COPIES NOT CERTIFIED \$30.00
2. ( ) COPIES CERTIFIED \$40.00

Cases that in any way involve a business, even if there is only a statement that an individual was "doing business as", "formerly doing business as", or was in some way connected with a business (DBA), must be requested from these sections.

Specific documents. A copy of the Docket Sheet, obtained from the court, indicating the case file name, number, and the date and title of the specific document(s) to be copied, must be included with the request form. Circle the document(s) that are to be copied.

### STEP 3 - COPY RETURN INFORMATION

The following information is needed to process and return your request. (Please print).

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME TELEPHONE #: (     ) \_\_\_\_\_

### STEP 4 - SUBMIT REQUEST

Complete these forms and mail to:

NARA, NORTHEAST REGION - BOSTON  
RESEARCH ROOM  
380 TRAPELO ROAD  
WALTHAM, MA 02154

Or fax to: 781-647-8112

If you want your copies returned via a Common courier, you must include a prepaid envelope with your request. All copies returned via a Common courier are at the requestor's expense.

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#### THE PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:

1. The information supplied in step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.
4. A copy of the Docket Sheet for Option C is not included, or if requested items are not clearly marked.

WE WILL CALL YOU AT YOUR DAYTIME TELEPHONE NUMBER IF ANY PROBLEMS OCCUR.

IF YOU HAVE ANY QUESTIONS ABOUT THESE INSTRUCTIONS OR WOULD LIKE MORE INFORMATION ABOUT OUR SERVICES CALL 781-647-8766.

Payment:

1. Make check or money order payable to the NATIONAL ARCHIVES TRUST FUND (the maximum personal check is \$100.00).

2. Credit card payment must be by MASTERCARD, VISA, AMERICAN EXPRESS or DISCOVER.

NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

PLEASE DO NOT SEND CASH.